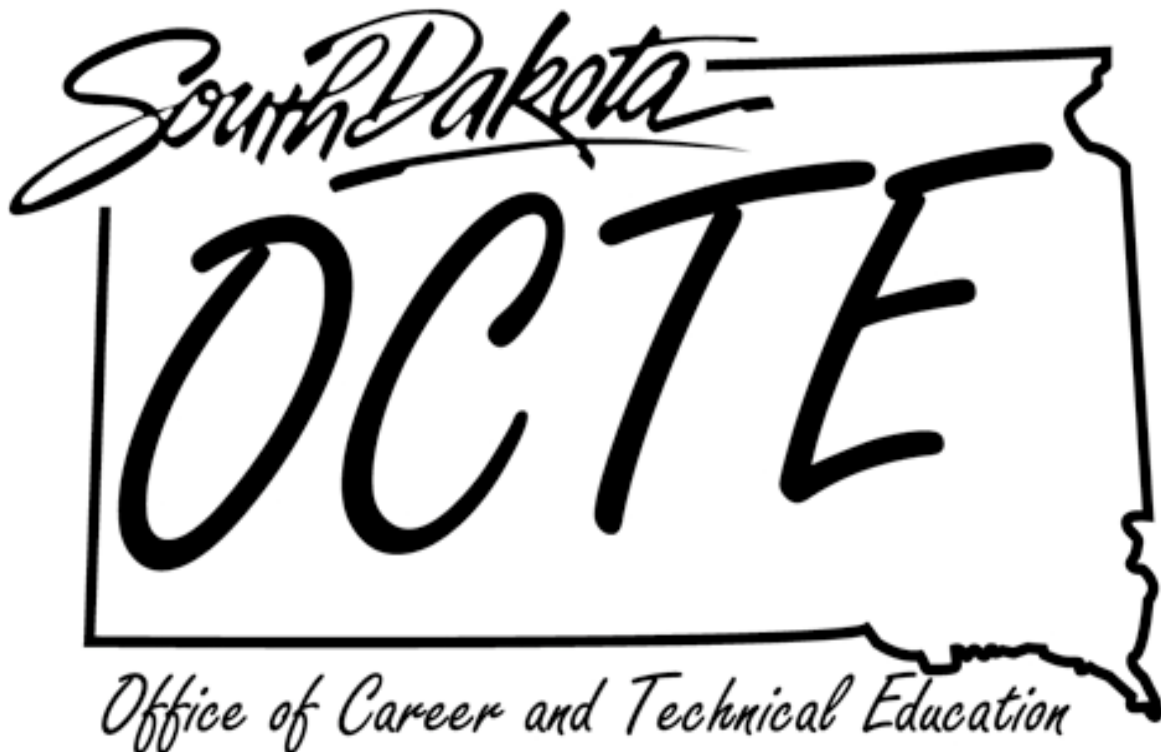


Perkins/WIA Incentive Grants

REQUEST FOR PROPOSAL 2005-2006



OFFICE OF CAREER AND TECHNICAL EDUCATION
700 GOVERNORS DRIVE
PIERRE SD 57501-2291

**INCENTIVE FUNDS GRANT
REQUEST FOR PROPOSAL (RFP)
CARL D PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT (PERKINS III)**

PURPOSE

The purpose of the Incentive Funds Grant is to provide financial incentives for schools to implement new and innovative career and technical education (CTE) programs or curriculum.

These grants are also meant to assist schools in meeting the requirements of the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III):

- ◆ To further develop the academic and technical skills of career and technical education students through high standards
- ◆ To link secondary and postsecondary career and technical programs
- ◆ To increase flexibility in the administration and use of federal funds
- ◆ To disseminate national research about career and technical education
- ◆ To provide professional development and technical assistance to career and technical educators
- ◆ To provide services to nontraditional and special populations

ELIGIBLE APPLICANTS

All public school districts in South Dakota are eligible to apply for incentive funds. Funds may be used to upgrade existing CTE programs, initiate new CTE programs, or upgrade curriculum. Innovative requests will receive a priority. Applications should not be for status quo items but must reflect a desire to enhance programs. Grants will be evaluated and then awarded on a first come, first served basis. Grants will be evaluated as they are received in OCTE. There is no deadline as such. Applications may be submitted any time between now and June 30, 2006.

The applicant is advised that:

- ◆ OCTE reserves the right to approve or reject any RFP received if it is determined that the RFP does not meet the specifications of the RFP or if funds should be limited for any reason.
- ◆ OCTE is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from this RFP.
- ◆ All reports and products resulting from this RFP become the property of OCTE. These materials will be reviewed by OCTE and, at its discretion, may be copyrighted in the name of OCTE.
- ◆ Progress reports may be required periodically as determined by OCTE.
- ◆ One copy of all submitted RFPs will be retained in the files of OCTE for a reasonable length of time.
- ◆ The RFP, as well as all written materials produced, shall be gender-fair in word, image and inference.
- ◆ Equal and fair consideration of all populations regardless of race, gender, color, national origin, religion, age or disability shall be given in the selection of projects.

SELECTION PROCESS

Staff of the South Dakota Office of Career and Technical Education will screen applications to verify that all required items are addressed appropriately. Points will be assigned based on the guidelines set forth in the RFP. Following the independent review of applications, the results will be compiled to obtain the average score for each application. Applicants will be asked to participate in a DDN session where they will give a 15 minute presentation about their RFP and answer questions.

Recommendations for approval will be based on the attached rubric. Recommendations will be submitted to the Director of the Office of Career and Technical Education (OCTE) for consideration and approval. The selection process may require several weeks for the final approval of the applications.

Approved projects will be presented at the SD Association for Career and Technical Education meeting in 2006. A formal review will be conducted during the grant period.

APPLICATION FORMAT

The RFP must be organized as follows and limited to the stated number of pages per section:

Authorization Page for Reserve Funds.....	1 page
Signed General Assurances.....	2 pages
Abstract.....	1 page
Grant Narratives.....	10 pages double-spaced, maximum
Budget Forms.....	provided (may be replicated)
Budget Summary.....	1 page
Written Commitment from School Administration	

The application must be:

- **keyboarded/typewritten** on one side of unused, unruled white paper and numbered (11 or 12 point font only) or submitted electronically except for Authorization page and General Assurances which must have original signatures. If a school district has already submitted the General Assurances for a regular or reserved Perkins grant for 2005-2006, you do not need to resubmit.
- **limited to 10 double-spaced pages** of narrative (11 or 12 point font only)
- **stapled in top left corner only.**

Authorization Page and Signed General Assurances

Please submit **one** copy of the authorization and general assurances pages with original signatures (see instructions above).

Abstract (10 points)

Include no more than a one page abstract that describes a general overview of the demographics of the school, targeted program and community served and give a brief description of the Innovative program or project. Describe how the program/project will benefit career and technical education opportunities for students.

Narratives

Provide a written description of how the Perkins/WIA Incentive Fund program/project will address each of the components below. Responses to these items need to be precise, concise and limited to a total of ten (10) pages. Type on only one side of the paper in double spaced format with a font size of 11 or 12.

The following Narrative sections are required:

1. School/Program Needs (15 points)

Describe your school's/program's process for determining CTE needs in the areas of curriculum, instruction, technology, resource materials, professional development and assessment. Include the needs that have been identified and any valid and reliable data which supports these identified needs.

2. Goals/Measurable Objectives (25 points)

Based on your school's/program's needs, identify your overall goals related to the need's assessment and specific measurable objectives to reach these goals.

3. Comprehensive Design (25 points)

Describe the CTE program/project you have chosen to implement and include:

- a. a description explaining why the model improves student learning;
- b. a description of how the adoption of the program/project addresses the following - curriculum, instruction, technology, resource materials, professional development or assessment;
- c. an explanation of how your school's/program's CTE needs will be addressed through this program/project;
- d. an explanation of how this program/project will enable students to meet the CTE and academic standards.

4. Business and Community Support and Involvement (20 points)

Identify meaningful ways your local businesses and various community resources will assist with the implementation of this program/project and how they will ensure continued success. If applicable, identify any linkages with postsecondary institutions or national certification that will occur. Also, describe any impact this program/project will have on economic development in your community.

5. Professional Development (15 points)

Describe the professional development schedule including content and timeline for the professional development activities that will assist in the successful implementation of this program/project.

6. Implementation of Program/Project (15 points)

Describe how the proposed program/project will be implemented. Provide a timeline of activities for the proposed implementation. Address how this program/project will be sustained.

7. Evaluation of Program/Project (15 points)

Explain how you will evaluate the implementation and perform on-going monitoring of the following areas: goals/objectives; standards and curriculum; instruction; business and community involvement; and professional development.

8. Assessment of Student Achievement (15 points)

Describe how you will measure student achievement resulting from the implementation of this grant.

Budget and Budget Summary

Complete the budget forms and describe in detail each line item of the budget. The budget summary should identify the amount of funds requested for each category as well as the total.

Written Commitment from School Administration

Attach a document from your administration indicating their support of the proposed program/project and its potential impact on the school.

APPLICATION SUBMISSION

An **original RFP with original signatures** on the Authorization Page and General Assurances along with **two copies** need to be submitted to the Office of Career and Technical Education before June 30, 2006. The RFP may be submitted electronically if the Authorization Page and General Assurances containing **original signatures** are mailed to the Office of Career and Technical Education. Proposals lacking original signatures on one proposal packet, or proposals without the written commitment from school administration will not be considered.

Please note that the evaluation form used to rate RFP's is provided at the end of this document to help you in evaluating your proposal before submission to the state office.

Send to: Gloria Smith-Rockhold
South Dakota Department of Education
Office of Career and Technical Education
700 Governors Drive
Pierre, SD 57501-2291

If you have questions or need additional information, contact Gloria Smith-Rockhold at 605-773-4747 or Gloria.smith-rockhold@state.sd.us.

School No._____

Grant No._____

Continuing _____

School/Institution/Agency Name

Phone (area code)

PROJECT TITLE_____

CTE PROGRAM AREA _____

PROJECT DURATION Beginning _____ Ending _____

PERSON INITIATING PROPOSAL _____

E-mail address _____

AUTHORIZED REPRESENTATIVE _____

Signature

Title

Date _____

E-mail address _____

><<<<<<<<<<<<<FOR STATE OFFICE USE ONLY<<<<<<<<<<<<<

\$_____ Total \$_____ Federal \$_____ Other

This application has been disapproved for funding.

Signature of State Director

Date _____

SCHOOL/CONSORTIUM/MULTI-DISTRICT/INSTITUTE

GENERAL ASSURANCES

This applicant certifies to the South Dakota Board of Education that:

1. All programs, services and activities covered by this application will be conducted in accordance with Titles I, II and III of the Act, Regulations and the State Plan.
2. Federal funds made available will be used to supplement and, to the extent practical, increase the amount of local funds that would, in the absence of such federal funds, be made available, and in no case to supplant such local funds; supporting documents will be maintained for audit that specifically identify the purpose for which federal funds have been expended.
3. By accepting federal funds, the recipient hereby agrees to establish and maintain fiscal control and accounting procedures, as set forth in current federal regulations, in order to ensure proper disbursement of, and accounting for, federal funds for the intended purpose.
4. By accepting federal and/or state funds, the recipient hereby agrees to repay any funds that have been finally determined through the federal or state audit resolution process to have been misspent, misapplied or otherwise not properly accounted for.
5. Equipment purchased and curriculum developed with federal funds remain the property of the State of South Dakota.
6. The local application has been developed taking into consideration other educational and training resources available in the area including private and trade schools.
7. The applicant maintains documentation to verify the eligibility of students enrolled in programs supported by federal funds for education of students who are members of special populations.
8. The local applicant agrees to comply with all state and federal rules and regulations regarding nondiscrimination on the basis of disability, race, color, national origin and sex.
9. The local applicant agrees that if a curriculum grant is approved, two copies of the materials, booklets, etc. must be sent to Office of Career and Technical Education before final payment is made.
10. Statistical, financial and descriptive reports required by Office of Career and Technical Education (OCTE) will be submitted.
11. The state may terminate this grant within 30 days after approval for violation of this agreement or applicable regulations.
12. Funds expended under this Act will not be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
13. State and local funds will be used in the schools that are receiving federal funds under the Act to provide services which, taken as a whole, are at least comparable to services being provided in schools that are not receiving such federal funds.

14. Individuals who are members of special populations will be provided with equal access to recruitment, enrollment and placement activities to the full range of career and technical education programs available to individuals who are not members of special populations, including occupationally specific courses of study, cooperative education, apprenticeship programs and, to the extent practicable, comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations.
15. Career and technical education planning for individuals with disabilities will be coordinated between appropriate representatives of career and technical education, special education and state vocational rehabilitation agencies.
16. The provision of career and technical education will be monitored to ensure that disadvantaged students and students of limited English proficiency have access to such education in the most integrated setting possible.
17. Career and technical education programs/support activities funded under Title I, Part C, in a consortium arrangement shall be available to ALL students of the participating LEAs in the consortium.
18. No funds made available under this Act shall be used to require any secondary student to choose or pursue a specific career path or major.
19. No funds made available under this Act shall be used to mandate that an individual participate in a career and technical education program, including a career and technical program that requires the attainment of a federally-funded skill level, standard or certificate of mastery.
20. No funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one state to another state if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered.
21. No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such students.
22. The portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection (section 325(b)) shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with Federal funds. (Sec 325(a))
23. Funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act (IDEA) and services necessary to the requirements of section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education. (Sec. 325(c))

DESIGNATED OFFICIAL

Signature

Title

Date

E-mail address

CONTRACTED SALARIES AND BENEFITS

SCHOOL/INSTITUTION _____

List contracted salaries and benefits that will be used to pay for services/activities necessary to complete this project. All budget amounts should be rounded to the nearest whole dollar. Transfer the total amount to the Salary and Benefits line on the Budget Summary.

NAME	JOB TITLE/ACTIVITY	% OF TIME	SALARY Including benefits	STATE OFFICE USE ONLY	
				Disapp.	App.
TOTAL			\$		

Provide a description of the duties required of all personnel listed above. Identify the components of the grant narrative that will be addressed by this budget request. Explain how each contracted position will assist in accomplishing these narrative components.

SUPPLEMENTAL/CONTRACTUAL SERVICES

SCHOOL/INSTITUTION _____

List personnel who do not receive benefits or for contracted services, such as testing, necessary to complete this project. All budget amounts should be rounded to the nearest whole dollar. Transfer the total amount to the Supplemental/Contractual Services line on the Budget Summary.

NAME	JOB TITLE/ACTIVITY	RATE OF PAYMENT	TOTAL COST OF SUPP/CONT SRVC	STATE OFFICE USE ONLY	
				Disapp.	App.
TOTAL			\$		

Provide a description of the duties required of all personnel/contracted services listed above. Identify the components of the grant narrative that will be addressed on this budget request. Explain how the supplemental/contractual services will assist in accomplishing these narrative components.

TRAVEL ITEMIZATION

SCHOOL/INSTITUTION _____

List the purpose of each travel request along with the traveler's name, destination and expenses. All budget amounts should be rounded to the nearest whole dollar. Transfer the total amount to the Travel Itemization line on the Budget Summary.

PURPOSE OF TRAVEL	TRAVEL EXPENSES ITEMIZATION	STATE OFFICE USE ONLY	
		Disapp.	App.
	<div style="display: flex; justify-content: space-between;"> <div>Transportation</div> <div>\$ _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Meals</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Lodging</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Registration</div> <div>_____</div> </div>		
	<div style="display: flex; justify-content: space-between;"> <div>Transportation</div> <div>\$ _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Meals</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Lodging</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Registration</div> <div>_____</div> </div>		
	<div style="display: flex; justify-content: space-between;"> <div>Transportation</div> <div>\$ _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Meals</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Lodging</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Registration</div> <div>_____</div> </div>		
TOTAL			

Provide a description of the travel listed above. Identify the components of the grant narrative that will be addressed by the travel request. Explain how the travel requested will assist in accomplishing these narrative components.

INSTRUCTIONAL MATERIAL ITEMIZATION

SCHOOL/INSTITUTION _____

List all instructional materials **in order of priority**. All budget amounts should be rounded to the nearest whole dollar. Transfer the total amount to the Instructional Material Itemization line on the Budget Summary.

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
TOTAL			\$		

Provide a description of each instructional item listed above. Identify the components of the grant narrative that will be addressed by this budget request. Explain how these instructional materials will assist in accomplishing the identified narrative components.

EQUIPMENT ITEMIZATION

SCHOOL/INSTITUTION _____

List Equipment requests **in order of priority. Use this page for items costing more than \$700.00.** All budget amounts should be rounded to the nearest whole dollar. Transfer the total amount to the Equipment Itemization line on the Budget Summary.

QUANTITY	ITEM DESCRIPTION (include make & model)	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
TOTAL			\$		

Provide a description of each piece of equipment identified above. Identify the components of the grant narrative that will be addressed by this budget request. Explain how this equipment will assist in accomplishing the identified narrative components.

BUDGET SUMMARY SHEET

SCHOOL/INSTITUTION _____

Summarize ALL proposed expenditures of Perkins III funds. Bring the figures forward from the previous budget forms to complete the Budget Summary. Administrative fees can not exceed 5% of the Perkins III funds requested or received.

BUDGET	(A) PERKINS III FEDERAL	(B) LOCAL CONTRIBUTION	(C) (A+B=C) TOTAL	STATE USE ONLY
				TOTAL PERKINS III FUNDS APPROVED
Contracted Salaries & Benefits				
Supplemental/Contractual Services				
Travel Itemization				
Instructional Materials Itemization				
Equipment Itemization				
Administrative Fees				
TOTAL	\$	\$	\$	\$

**PERKINS/WIA INCENTIVE FUND
FINAL NARRATIVE 2006**

SCHOOL/CONSORTIUM/MULTI-DISTRICT _____

Project Title _____
(Information obtained from approved Authorization Page)

Program _____
(Information obtained from approved Authorization Page)

**DUE WITH REQUEST FOR FINAL PAYMENT
BUT NO LATER THAN JUNE 30, 2006**

**If Project/Program will not be fully implemented as
of June 30, 2006, submit this report as an interim
report.**

1. Did all of the career and technical programs included in this application complete the Standards and Measure Local Evaluation Form? ___ YES ___ NO ___ N/A. If no, this will need to be accomplished before the final payment is authorized.

2. Identify the overall goals and objectives that were met.

3. Describe what methods were used to increase student learning and attainment of CTE and academic standards.

- 4. Explain how business and industry were involved in the implementation of this reserve fund project.**
- 5. Identify how the community and community resources were used.**
- 6. If applicable, explain how this program/project was linked to postsecondary institutions.**
- 7. If applicable, describe the activities accomplished to obtain national certification for a program or the students enrolled.**
- 8. Describe the professional development activities funded by Perkins/WIA Incentive funds and explain how they assisted in the implementation of this project.**
- 9. Explain how implementation of the project was evaluated; include evaluation results.**
- 10. Describe how student achievement was measured, include achievement results.**

PERKINSWIA INCENTIVE FUNDS GRANT APPLICATION EVALUATION GUIDE

SCHOOL _____ PROGRAM _____ TOTAL SCORE _____

Use the rating scale listed below to evaluate reserve fund proposals.

Excellent -The application addresses the item clearly and precisely.

Above Average - The application addresses the item satisfactorily.

Average - The application addresses the item, but not clearly.

Below Average - The application alludes to the item, but is vague and non-definitive.

Absent - The application does not address the item.

Evaluation Criteria	Absent	Below Average	Average	Above Average	Excellent	Score
Abstract	0	1-4	5-6	7-8	9-10	
School/Program Needs	0	1-6	7-9	10-12	13-15	
Goals/Measurable Objectives	0	1-10	11-15	16-20	21-25	
Comprehensive Design	0	1-10	11-15	16-20	21-25	
Business & Community Support & Involvement	0	1-11	12-14	15-17	18-20	
Professional Development	0	1-6	7-9	10-12	13-15	
Implementation of Program/Project	0	1-6	7-9	10-12	13-15	
Evaluation of Program/Project	0	1-6	7-9	10-12	13-15	
Assessment of Student Achievement	0	1-6	7-9	10-12	13-15	
Feasibility of Grant Implementation	0	1-4	5-6	7-8	9-10	
Sustainability of Program/Project	0	1-4	5-6	7-8	9-10	
TOTAL SCORE						

175 points possible